



JOB DESCRIPTION

Title: **ASSISTANT CITY PROSECUTOR**
Department: Attorney
Class Code: 2177
FLSA Status: Exempt
Effective Date: July 1, 2002 (Rev. 01/2004)
Grade Number: 23

GENERAL PURPOSE

Under the general supervision of the City Attorney and City Prosecutor, prepares and conducts criminal prosecutions. Assists the City Attorney in civil matters as assigned by the City Attorney.

EXAMPLE OF DUTIES

- *-- Under direction of the City Attorney and City Prosecutor, performs criminal prosecution work; researches court cases; responds to appeals; appears in court, as necessary, to prosecute and dispose of criminal cases.
- *-- Screens possible criminal prosecutions from police.
- *-- Prepares criminal cases for pre-trial and trial.
- *-- Prepares criminal and civil ordinances; prepares pleadings; appears in Court.
- As directed by the City Attorney, perform civil legal work.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited law school with a JD degree.

Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.

Necessary Knowledge, Skills and Abilities

- Skill in writing; skill in absorbing raised issues and evaluating conflicting contentions.
- Ability to communicate effectively verbally and in writing; ability to apply very general arguments to very specific instances.
- Ability to communicate and deal with the general public sometimes under stressful circumstances.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a court setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.